



EducompOnline

User Manual
for
School Administrator

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Overview

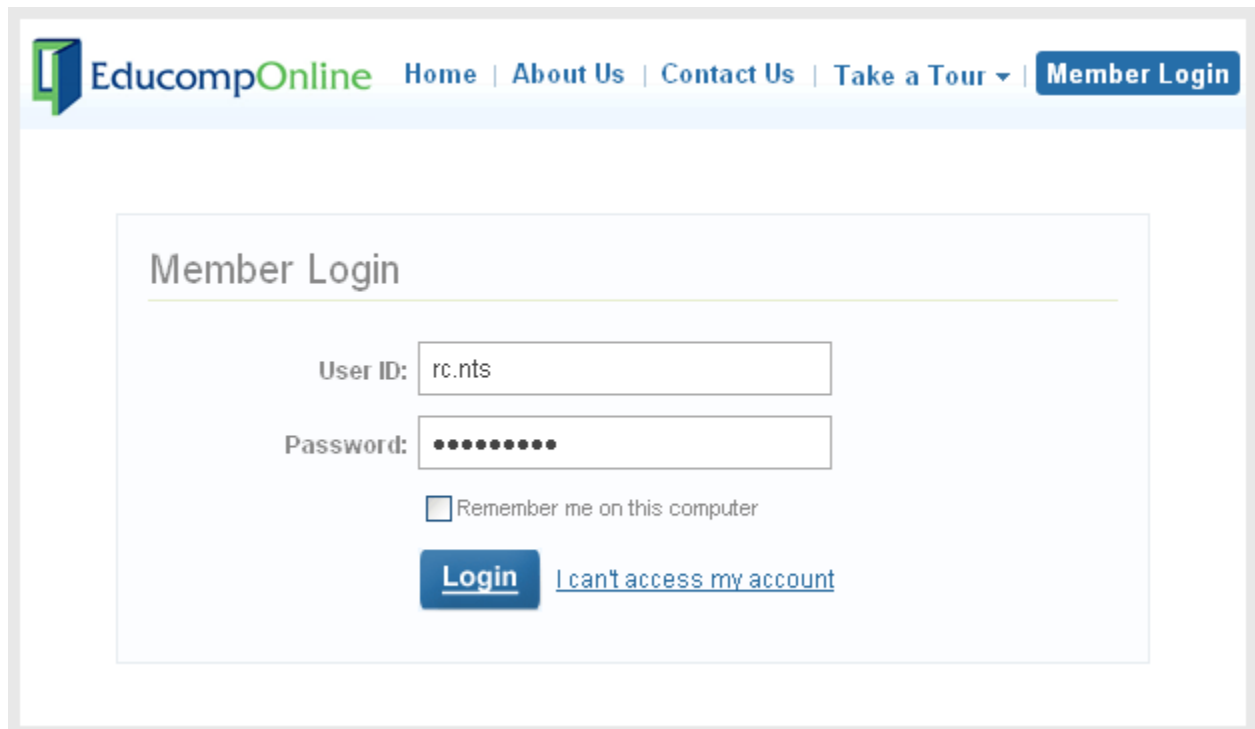
Educomp Online is a virtual school for Educomp Smartclass schools. As part of Educomp Smartclass schools, Educomp Online gives schools an institutional online presence where they can perform a dynamic range of activities that empower them to deliver more value for students, parents and teachers.

With activities like send a message, send an important announcement, etc., the schools can inform the teachers, parents and students about the upcoming events or updates. They can customize their website to match the identity of the school with a logo and use several services offered by Educomp Online. From a single access point, the schools can manage the teachers and students accounts by adding them into the system, track their activities and view content and tests. They can share photos and videos of all the school events by uploading them on the website.

For each school, these activities are performed by a school administrator. The administrator enters the system through a user name and password which are assigned when a school enrolls for the Educomp online program.

Getting Started

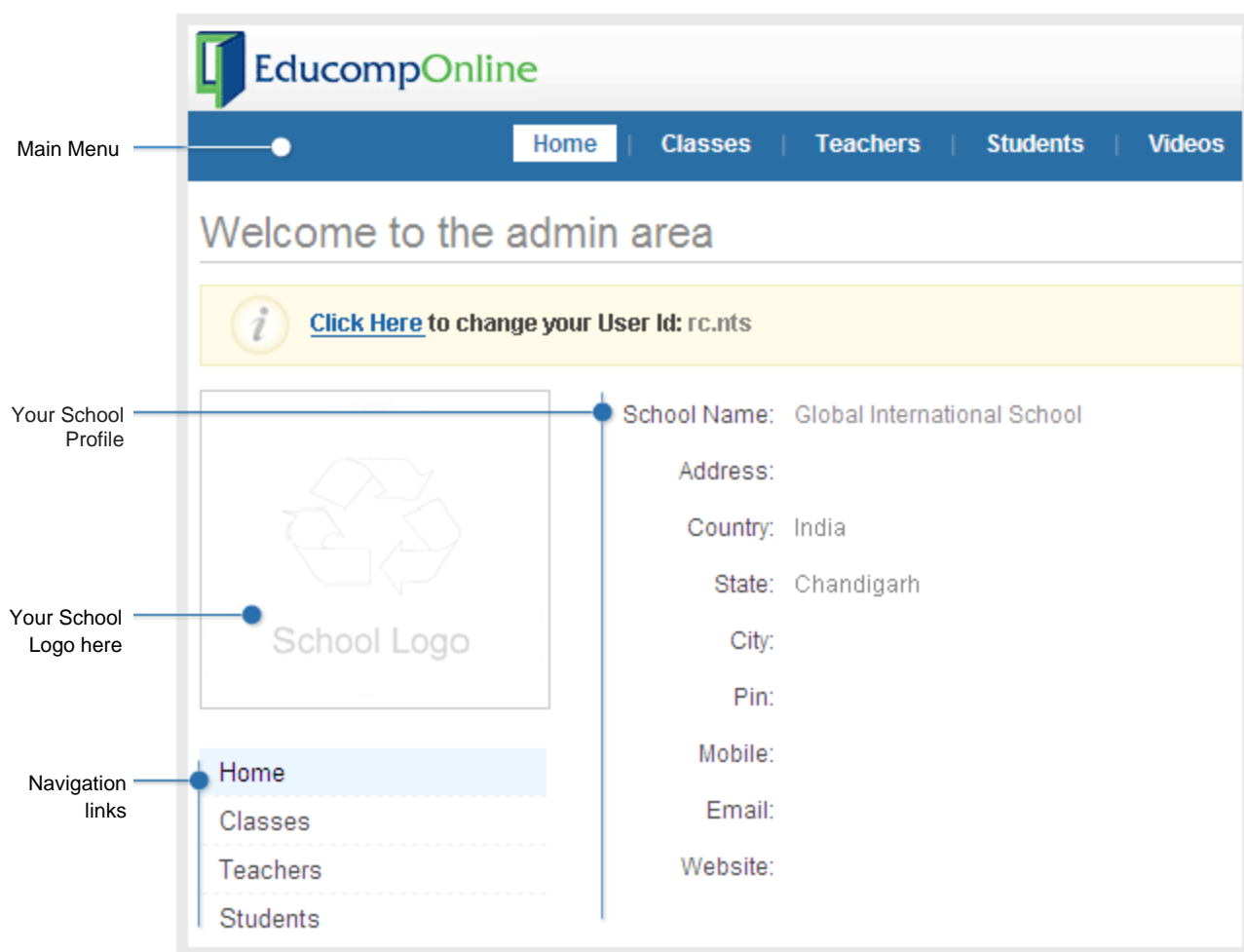
As a school administrator, you can login to the system by entering your user name and password on the front page on www.educomponline.com



The screenshot shows the EducompOnline website's member login interface. At the top, there is a navigation bar with the EducompOnline logo and links for Home, About Us, Contact Us, Take a Tour, and a Member Login button. The main content area features a 'Member Login' section with a title, a horizontal line, and two input fields for 'User ID' (containing 'rc.nts') and 'Password' (masked with dots). Below the password field is a checkbox labeled 'Remember me on this computer'. At the bottom of the login section are a blue 'Login' button and a link that says 'I can't access my account'.

When you log into the system, the first page that appears on your screen is your home page. The home page is like a reception desk for you. From here you can move to the other pages from the main menu bar, see new messages and provide information about your school like the school name, school logo, address, etc., to everyone who enters the website.

If this is the first time you log in to the system, your home page shows all of the above except information about your school. Your screen appears like this:



You can add information about your school and perform other activities like add students, add teachers, etc. with the help of this guide. To make it easy for you, the guide is written in the same order you should perform the activities.

1. Account

After logging in, the first activity to follow should be - fill your school profile. From the main menu bar, click on 'Account' and your page appears like below. Now update school profile, your profile, upload the school logo and change your password.

The screenshot shows a web application interface for a school profile. At the top is a blue navigation bar with links: Home, Videos, Tests, Picture Gallery, Messages, Settings, and Account. Below this is a breadcrumb trail: Home > Account > School Profile. The main heading is 'School Profile'. On the left is a 'Left Navigation' menu with links: School Profile (highlighted), My Profile, Change Password, and Account Settings. The main content area has a yellow background and contains a 'School Logo' section with a placeholder image and a 'Change School Logo' link. Below this is a 'Contact Info' section with an 'Edit' link and form fields for Email, Address, City, State (Chandigarh), Country (India), Pin Code, and Phone No. Annotations with blue lines point to the 'School Profile' menu item, the 'Change School Logo' link, and the 'Edit' link in the 'Contact Info' section.

Left Navigation

- School Profile
- My Profile
- Change Password
- Account Settings

Update your School Logo

Change School Logo

Update your School Contact Info

Contact Info [Edit]

Email:

Address:

City:

State: Chandigarh

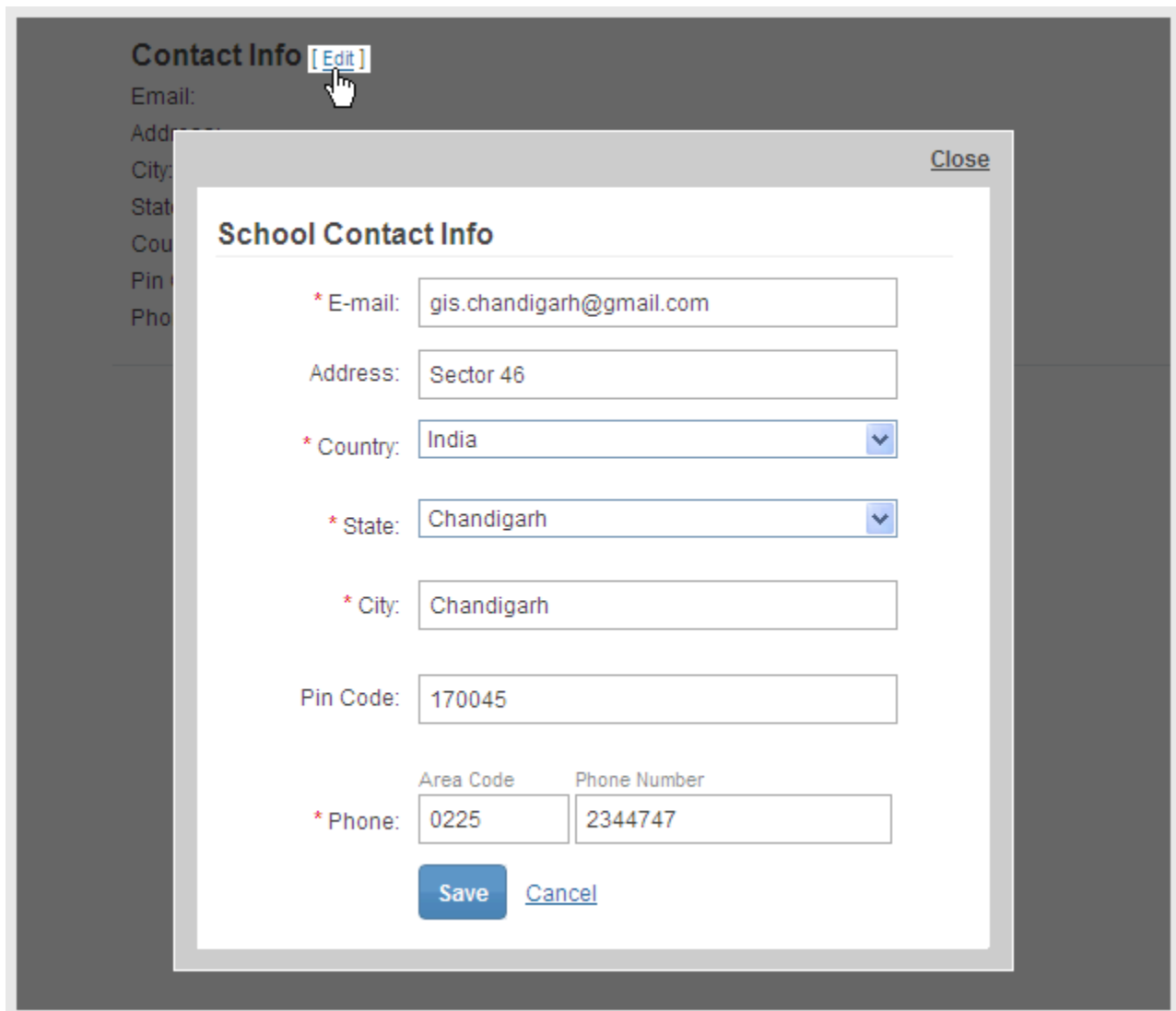
Country: India

Pin Code:

Phone No: -

1.1 Update School Profile

Click on 'School Profile' to update the school profile. A form with text boxes appears on your screen:



The screenshot shows a web interface with a 'Contact Info' section in the background and a 'School Contact Info' modal form in the foreground. The 'Contact Info' section includes labels for Email, Address, City, State, Country, Pin, and Phone, with an '[Edit]' button next to the 'Contact Info' title. The 'School Contact Info' form has a 'Close' button in the top right corner and contains the following fields:

- * E-mail:
- Address:
- * Country: (dropdown menu)
- * State: (dropdown menu)
- * City:
- Pin Code:
- * Phone:

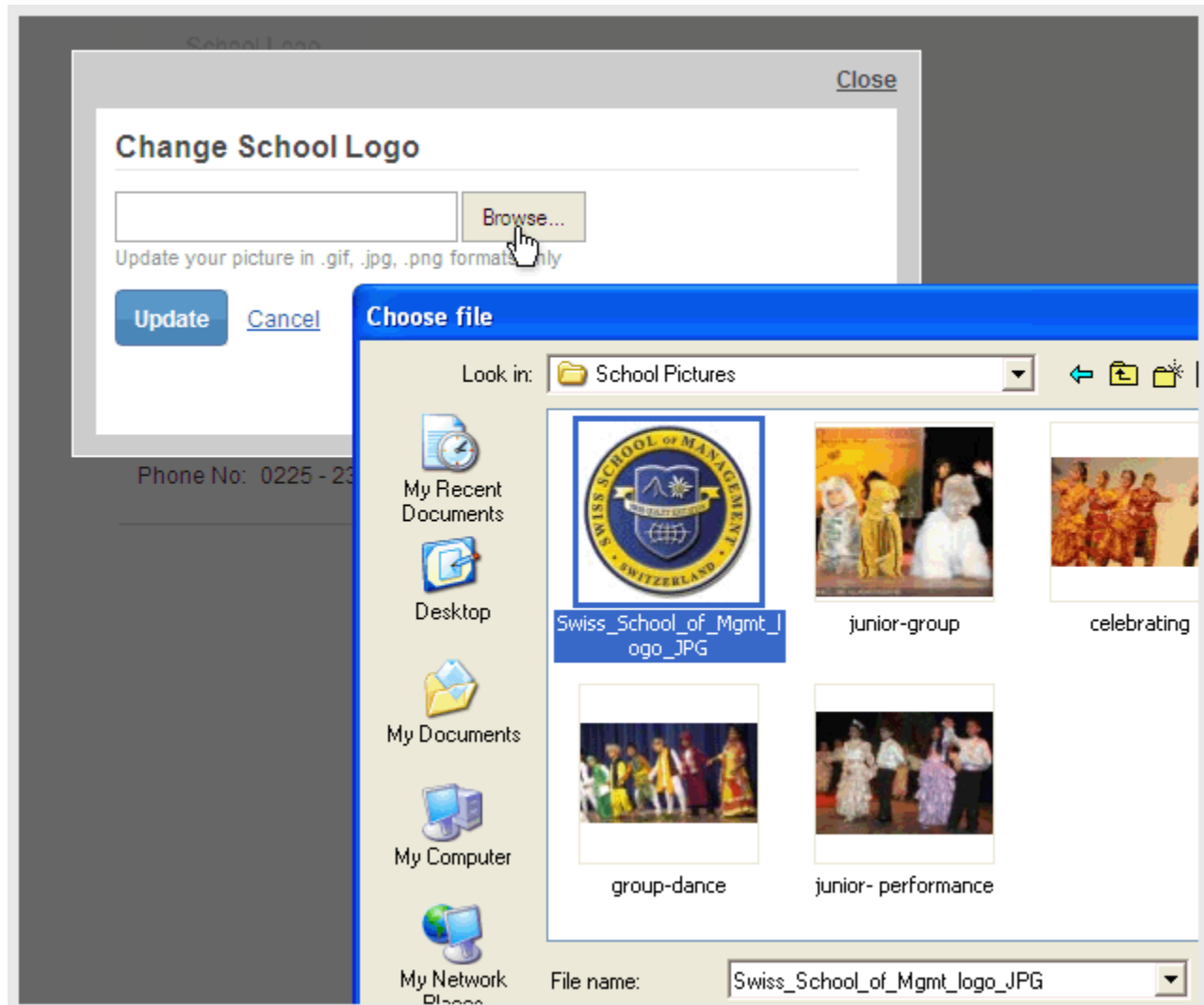
Area Code	Phone Number
<input type="text" value="0225"/>	<input type="text" value="2344747"/>

At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Fill in the information in the text boxes like your school name, address, city, etc., and hit the 'Save' button. Your information is saved.

1.2 Upload School Logo

Click on 'Change School Logo' from below the logo space on the screen. Hit the 'Browse...' button to select the current location of your logo. A window opens on your screen where you can select the file (from your computer). Hit the 'update' button and your logo is uploaded.



1.3 Update My Profile

You can add information about yourself by filling in 'My Profile' from the same place. Click on 'My Profile' and your page appears like below. Now from here you can change your User Id, Basic Info (Gender and Date of Birth) and Contact Info (E-mail address, Address and Phone number). Click on 'Edit' in front of the section you want to change and fill in the empty boxes similar to filling the school profile.

Home > Account > My Profile


My Profile

School Profile

My Profile

Change Password

Account Settings


[Change Picture](#)

Rakesh Garg
User ID: rc.nts [\[Edit\]](#)
Basic Info [\[Edit\]](#)
Gender:
Date of Birth: Aug 3 1955

Contact Info [\[Edit\]](#)
Email:
Address:

1.4 Change your Password

To keep the system secure, we recommend that you change your password at least once a month. Click on 'Change Password' and your page appears like this:

Home > Account > Change Password

Change Password

School Profile

My Profile

Change Password

Account Settings

* Current Password:

* New Password: (6 or more characters)

* Confirm Password:

Save

[Cancel](#)

Fill in the text boxes with your old password and new password and hit the 'Submit' button. Your new password is saved.

1.5 Account Settings

To help you retrieve your password in case you forget, we have introduced a system where we ask you to choose your secret question. Secret question is the question whose answer only you know. Choose two secret questions from the drop down list, write your own answer in the empty text box and click on 'Save'. Make sure to remember the answers.

[Home](#) > [Account](#) > [Account Settings](#)

Account Settings

[School Profile](#)
[My Profile](#)
[Change Password](#)
[Account Settings](#)

In case you forget your password, you will be asked to answer your secret questions.

* Secret Question 1:

* Your Answer:

* Secret Question 2:

* Your Answer:

Select your question

What is your city of birth?

What is the first name of your best childhood friend?

What is name of your favourite movie?

What was the name of your first school?

Who is your favourite actor?

Who is your favourite actress?

What is your favourite sport?

Who is your favourite cartoon character?

Who is your favourite teacher?

Who is your favourite sports personality?

Who is your favourite author?

What is your favourite cricket team?

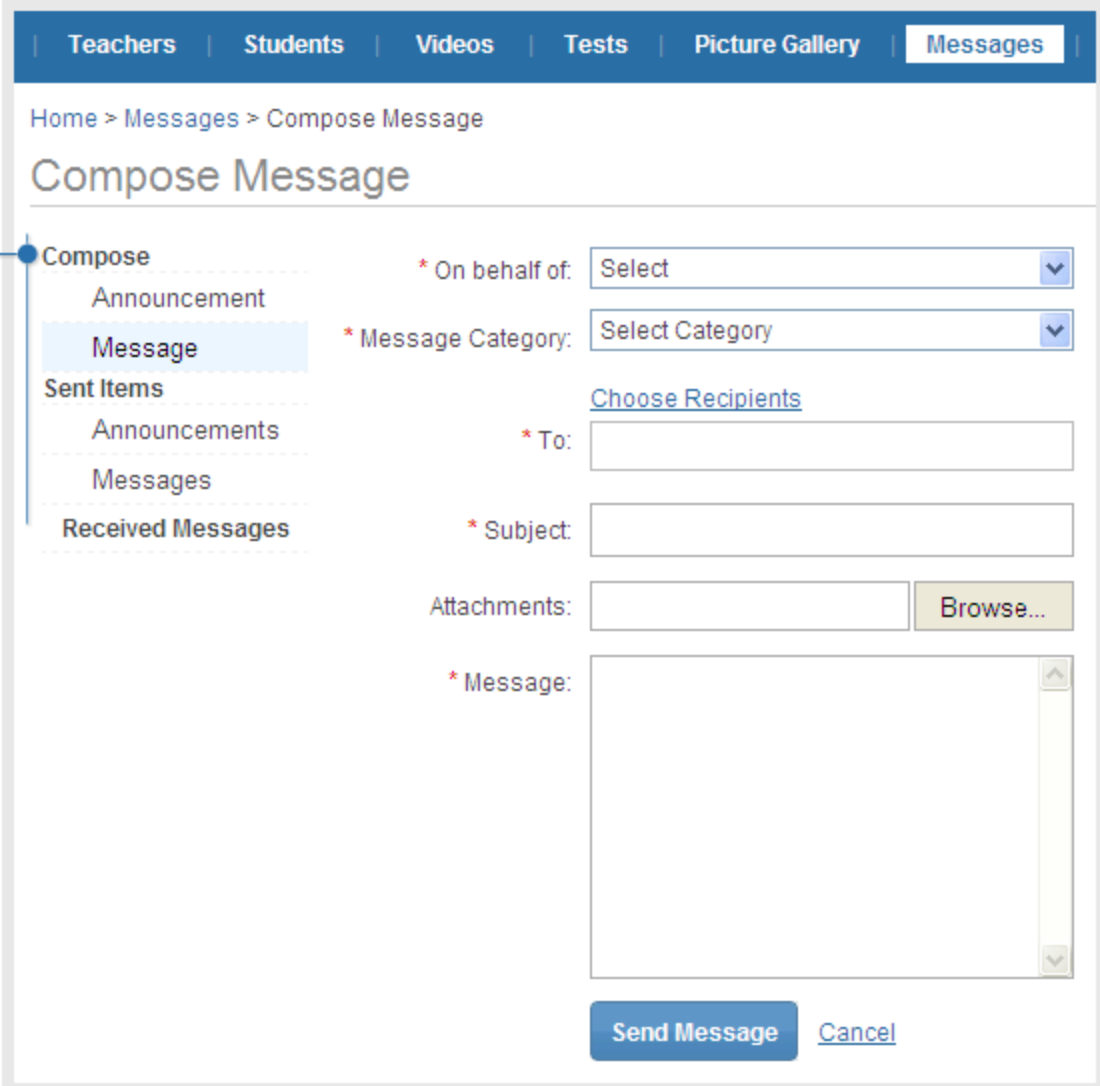
What is your favourite football team?

2. Messages

As an admin you receive direct messages from parents and replies from teachers, students and parents. You can send messages to the students and parents on a teacher's behalf, messages to the students, teachers and parents on your own behalf and broadcast messages to the entire school on your own behalf.

Click on 'Messages', your page appears like this. On your screen appears a compose message form. Also on the left side of the page, are menu options like: Compose (Announcement, Message), Sent Items (Announcements, Messages) and Received Messages.

Left Navigation



The screenshot displays the 'Compose Message' interface. At the top, a blue navigation bar contains links for Teachers, Students, Videos, Tests, Picture Gallery, and Messages. Below this, a breadcrumb trail reads 'Home > Messages > Compose Message'. The main heading is 'Compose Message'. On the left, a 'Left Navigation' menu lists 'Compose' (with sub-items 'Announcement' and 'Message'), 'Sent Items' (with sub-items 'Announcements' and 'Messages'), and 'Received Messages'. The 'Message' option is selected. The main form area contains the following fields and controls:

- * On behalf of:
- * Message Category:
- [Choose Recipients](#)
- * To:
- * Subject:
- Attachments:
- * Message:
- [Cancel](#)

2.1 Compose -Message

If you want to compose a message, start filling out the empty boxes on your screen. There are two available options: compose message on your behalf and compose message on a teacher's behalf.

2.1.1 Compose Message on a Teacher's Behalf

On your screen, select the name of the teacher on whose behalf you are sending out the message from the drop down options, similarly select the category of the message i.e. assignment, home work, etc. You can add more categories by going to the 'Settings' page from the main menu bar. Then select the user by clicking on 'Choose Recipients,' you can send message to only those classes or students of those classes which are assigned to that teacher on whose behalf you are sending the message. Check the box corresponding to the class you want to send message to. A copy of the same message can be sent to parents by selecting them from the same box below.

The screenshot shows a web interface for composing a message. At the top, there is a dropdown menu for 'Message Category' set to 'Circular'. Below it is a 'Choose Recipients' button. A 'To:' field is partially visible. The 'Choose Recipients' dialog box is open, showing two tabs: 'Student' and 'Parent'. The 'Student' tab is active, displaying a list of classes and their associated checkboxes. Under 'Class IX', checkboxes for 'A' and 'C' are checked. Under 'Class X', the checkbox for 'A' is unchecked. Under 'Class XI', the checkbox for 'A' is checked. Below this list, a summary section titled 'Message will be sent to following:' shows a table of selected recipients with 'x' icons for removal.

Message will be sent to following:	
Class IX ,A (s)	Class IX ,C (s)
Class XI ,A (s)	Class IX ,A (p)
Class IX ,C (p)	Class XI ,A (p)

At the bottom of the dialog are 'Ok' and 'Cancel' buttons. A 'Close' button is also visible in the top right corner of the dialog.

Write message in the message text area and subject in the Subject area and click on 'Send Message' to send your message.

The screenshot shows a web interface for composing a message. At the top, there is a breadcrumb trail: Home > Messages > Compose Message. Below this is the title 'Compose Message'. On the left side, there is a vertical menu with four items: 'Compose', 'Announcement', 'Message', and 'Sent Items'. The 'Message' item is highlighted with a blue background. Below the menu, there are three sections: 'Announcements', 'Messages', and 'Received Messages'. The main form area contains the following fields and controls:

- Compose** section:
 - * On behalf of: Jilmil Sharma (dropdown menu)
 - * Message Category: Circular (dropdown menu)
- Choose Recipients** section:
 - * To: A list of six recipients, each in a button with an 'x' to remove it:
 - Class IX,A(s)
 - Class IX,C(s)
 - Class XI,A(s)
 - Class IX,A(p)
 - Class IX,C(p)
 - Class XI,A(p)
- * Subject: Extra Classes (text input field)
- Attachments: C:\Documents and Settings\ (text input field) with a 'Browse...' button
- * Message: A text area containing the message body:

Extra classes will be conducted for Physics and Chemistry during summer vacation. Find attached schedule for the same.

Thanks,
Jilmil Sharma

At the bottom right, there are two buttons: 'Send Message' (blue) and 'Cancel' (blue with a link underline).

You also have an option to attach a file or add a link with your message. To attach a file or document with your message, hit the 'Attach' button to select the current location of your file. A window opens on your screen where you can select the file (from your computer). After you select the file, click on 'Send Message'.

2.1.2 Compose Message on Your Own Behalf

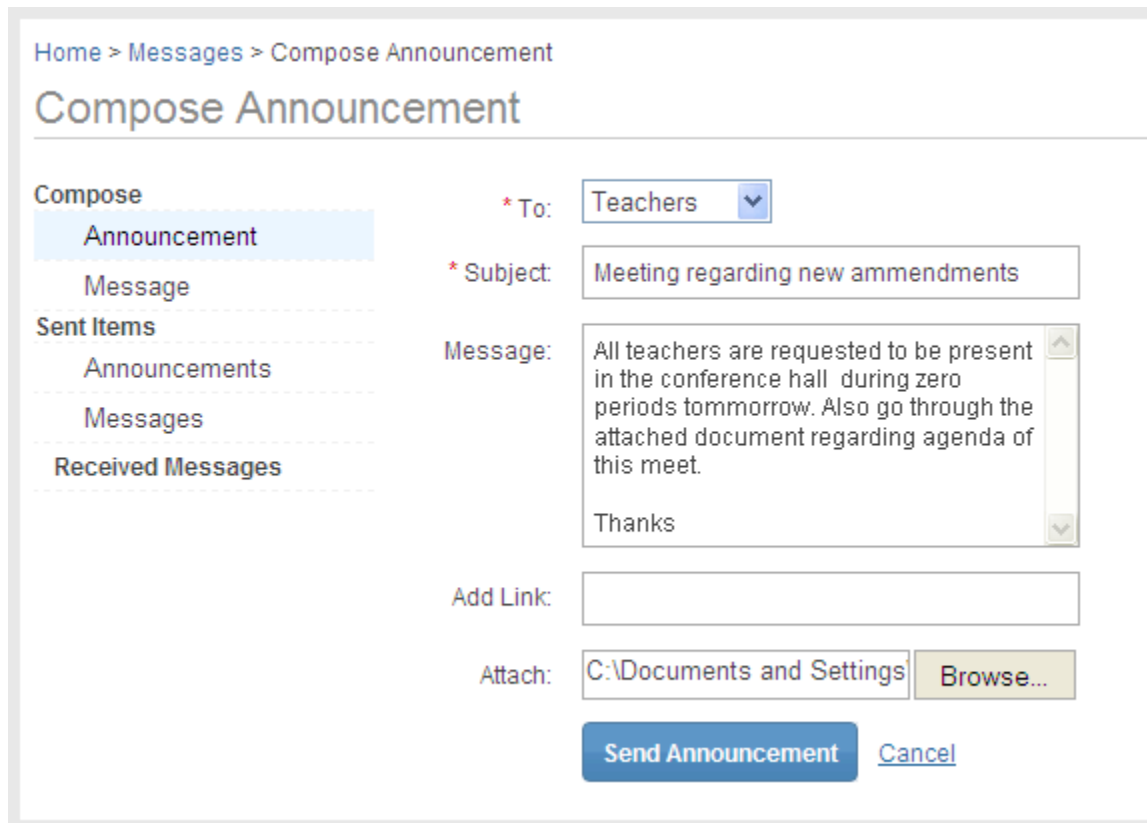
On your screen, select the user from the drop down options in the 'To' area, write the title in the 'Subject' text area and choose the 'Message Category' from the drop down menu option. Write a message in the message text area, subject in the subject area and your message is ready to be sent.

The screenshot shows a web application for composing messages. At the top, a breadcrumb trail reads 'Home > Messages > Compose Message'. Below this is the title 'Compose Message'. On the left is a sidebar with a 'Compose' section containing 'Announcement' and 'Message' (the latter is selected), and 'Sent Items' containing 'Announcements', 'Messages', and 'Received Messages'. The main form area contains the following fields: 'On behalf of:' with a dropdown menu showing 'Rakesh Garg'; '* Message Category:' with a dropdown menu showing 'Circular'; a 'Choose Recipients' link; '* To:' with a list of recipients including 'Akilesh', 'Class VIII,A(s)', 'Class IX,A(s)', 'Class IX,C(s)', 'Class XI,A(p)', and 'Class IX,C(p)'; '* Subject:' with a text box containing 'Extra Classes'; 'Attachments:' with a text box showing 'C:\Documents and Settings\' and a 'Browse...' button; and '* Message:' with a large text area containing the text 'Extra classes will be conducted for Physics and Chemistry during summer vacation. Please find attached schedule for the same.' followed by 'Thanks, Rakesh Garg'. At the bottom are 'Send Message' and 'Cancel' buttons.

You also have an option to attach a file or add a link with your message. To attach a file or document with your message, hit the 'Attach' button to select the current location of your file. A window opens on your screen where you can select the file (from your computer). After you select the file, your message is ready to be sent.

2.2 Compose - Announcement

As an administrator you can send an 'Announcement' individually to teachers, students or parents or to the entire school at the same time. Open the Announcement form by clicking on 'Announcement.' Select the user from the drop down option in the 'To' area, write a message in the text areas and enter the title in the 'Subject' text area. Your message is ready to be sent.



The screenshot shows a web interface for composing an announcement. At the top, a breadcrumb trail reads 'Home > Messages > Compose Announcement'. Below this is the title 'Compose Announcement'. On the left is a sidebar menu with the following items: 'Compose' (parent), 'Announcement' (selected), 'Message', 'Sent Items' (parent), 'Announcements', 'Messages', and 'Received Messages'. The main form area contains the following fields: a '* To:' dropdown menu set to 'Teachers'; a '* Subject:' text box containing 'Meeting regarding new ammendments'; a 'Message:' text area containing the text 'All teachers are requested to be present in the conference hall during zero periods tommorrow. Also go through the attached document regarding agenda of this meet.' followed by 'Thanks'; an 'Add Link:' text box; and an 'Attach:' section with a text box showing 'C:\Documents and Settings' and a 'Browse...' button. At the bottom are two buttons: 'Send Announcement' and 'Cancel'.

You also have an option to attach a file or add a link with your message. To attach a file or document with your message, hit the 'Attach' button to select the current location of your file. A window opens on your screen where you can select the file (from your computer). After you select the file, your message is ready to be sent. To add a link with your message, paste the link in the 'Add Link' area and your message is ready to be sent.

2.3 Sent Items- Announcement

To read the announcements that you have sent in the past, click on 'Announcements' under the Sent Items heading.

Home > Messages > Sent Announcements



Sent Announcements

2010-11 ▾

[Select All](#) | [None](#) [Delete](#)

Compose

- Announcement
- Message
- Sent Items**
 - Announcements**
 - Messages
 - Received Messages

To	Subject	Sent
<input type="checkbox"/> Students	 Test announcement	5/21/2010 10:46 AM
<input type="checkbox"/> Teachers	Extra Classes	5/17/2010 3:06 PM
<input type="checkbox"/> Teachers	 Collect	5/15/2010 1:56 PM

2.3.1 Read Announcement

To read an announcement, click on the link corresponding to that announcement. For instance on this page, click on the 'Extra Classes' to read it. Read it and move to the next or previous announcement from the same page – Click on 'Previous' or Click on 'Next.'

If you want to go back to the Announcement page – Click on 'Back to Announcement' from the bar above your message.

Home > Messages > Sent Announcements > Announcement

Messages

Compose

- Announcement
- Message
- Sent Items**
 - Announcements**
 - Messages
 - Received Messages

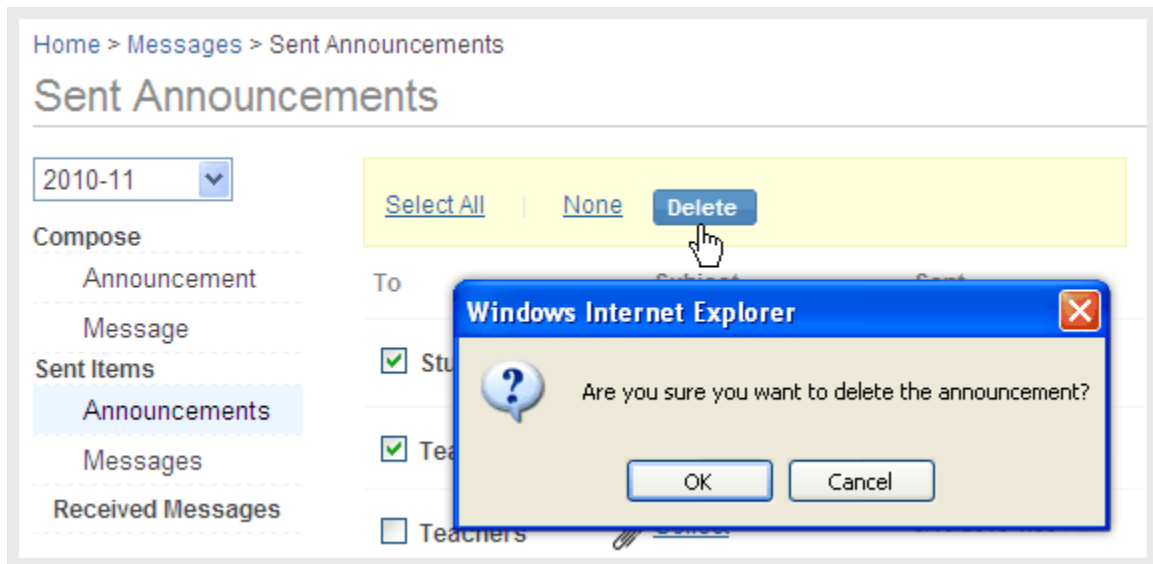
[Back to Announcements](#) [◀ Prev](#) [Next ▶](#)

Subject: Extra Classes
To: All
Sent: Monday, May 17, 2010 03:06 PM

Extra Classes will be conducted for Physics and Chemistry during summer vacations. Students are requested to contact their respective subject teachers.

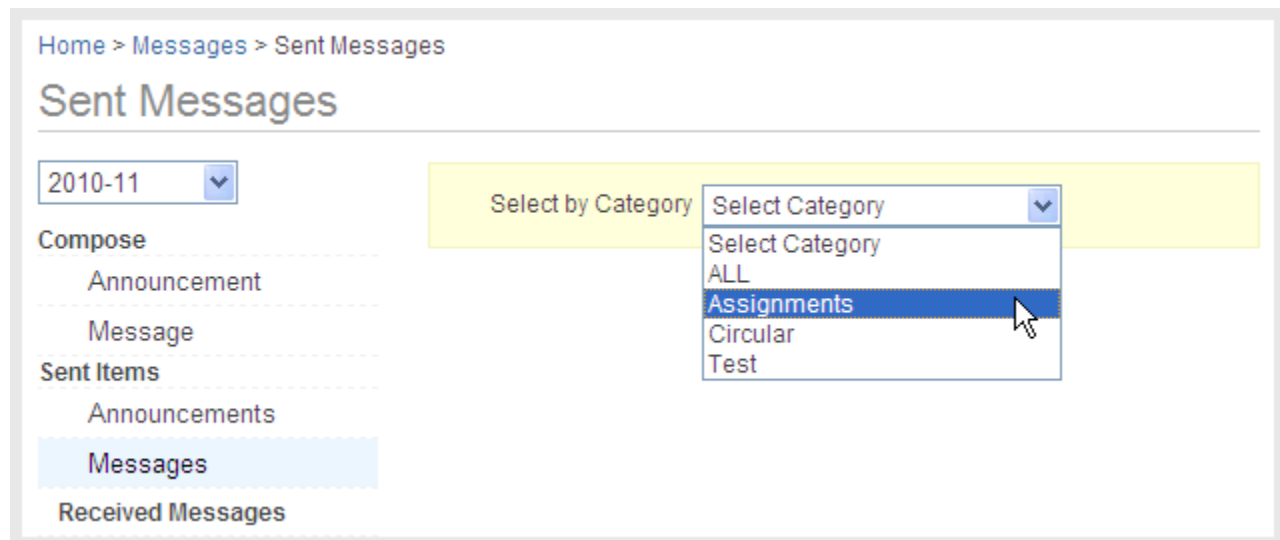
2.3.2 Delete an Announcement

To delete one or more announcements –check the box corresponding to the announcement you want to delete or click on ‘Select All’ to delete all the announcements. Hit the ‘Delete’ button to delete all.



2.4 Sent Items - Message

To read the messages that you have sent in the past, click on ‘Messages’ from below Sent Items. Your page appears like below. From the drop down option, select the category of the message you want to read. For example, if you want to read messages related to Assignments, choose the ‘Assignments’ option from here.



All the messages that relate to ‘Assignments’ open. You can read and delete these messages in the same manner as above.

2.5 Received Messages

The replies you get in response to your emails are saved under 'Received Messages.' You also get direct emails from parents of the students. Click on 'Received Message' and your page appears like this:

[Home](#) > [Messages](#) > [Received Messages](#)

Messages

2010-11 ▾

Compose

Announcement


Message

Sent Items

Announcements


Messages

Received Messages

Abhishek Kumar


[Re: Extra Classes](#)
Thursday, May 20, 2010 12:45 PM

[Delete](#)

Namrata Arora

[Re: Meeting regarding new ...](#)
Thursday, May 20, 2010 12:24 PM

[Delete](#)

Abhishek Kumar

[New Video Content](#)
Thursday, May 20, 2010 11:08 AM

[Delete](#)

Read these messages just as you would read Sent Messages. You can even reply back by clicking on the reply link above the message you want to reply to.

3. Settings

If you are looking for more categories to add in your email messages, go to 'Settings' page from the main menu bar on your screen. Add new category by clicking on 'Add New Category,' your page appears like this:

The screenshot shows the 'Settings' page with a dark blue header containing links: chers, Students, Videos, Tests, Picture Gallery, Messages, Settings, and Account. Below the header is a breadcrumb trail: Home > Settings > Message Category. The main heading is 'Message Category'. A table lists categories: Message Category, Teacher, and Admin. A 'Close' button is in the top right. On the right side, there are three 'Change Access' links. A pop-up box titled 'Add New Category' is centered. It has three radio buttons: Admin, Teacher, and Both (selected). Below is a text input field labeled 'Category:' with the value 'Notices'. At the bottom are 'Save' and 'Cancel' buttons.

In the pop-up box, add the type and select the option button to choose the users (admin, teachers or both). You can hit the 'Save' button to save your setting.

You can also change the access given to the previous categories. For instance, no one has access to category 'Notice,' click on 'Change Access' link corresponding to Notice and in the pop-up box, select the option to choose the users (Admin, Teacher or Both) and hit the 'Save' button.

The screenshot shows the same 'Settings' page. The 'Change Access' link for the 'Message Category' is highlighted. A pop-up box titled 'Change Access' is centered. It shows 'Category Name: Assignments'. Below is 'Category Access:' with checkboxes for Teacher and Admin, both of which are checked. At the bottom are 'Save' and 'Cancel' buttons.

4. Classes

Click on 'Classes' from the main menu bar. This is your main 'Classes' page. On this page you see: the total number of classes in your school, detail about every class like number of sections, number of students in each section and number of teachers assigned to each section.

Home | **Classes** | Teachers | Students | Videos | Tests | Picture Gallery

Home > Classes

Classes of Global International School

Total Number of Classes: 16 [+ Add New Class](#)

Pre Nursery: [Add New Section](#) [Download](#) [Delete Class](#)

Sections	Number of Students	Number of Teachers	Actions
No Section	No Student	No Teacher	Actions ▾
A	25	3	Actions ▾
B	25	2	Actions ▾

Nursery: [Add New Section](#) [Download](#) [Delete Class](#)

Sections	Number of Students	Number of Teachers	Actions
A	40	5	Actions ▾

Annotations:

- Add New Class to School: [+ Add New Class](#)
- Add New Section to Class: [Add New Section](#)
- Download Class Details: [Download](#)
- Delete Class: [Delete Class](#)

4.1 Add New Classes

To add new classes, click on 'Add New Classes' and your screen appears like this:

Home > Classes > Add New Class

Add Classes to Global International School

☒ Nursery

Display Name: No of Sections: ▼

☒ KG

Display Name: No of Sections: ▼

☒ Class I

Display Name: No of Sections: ▼

☐ Class II

☐ Class III

☐ Class IV

☐ Class V

☐ Class VI

☐ Class VII

☐ Class VIII

☐ Class IX

☐ Class X

[Cancel](#)

Select the boxes in front of the classes you want to add. When you check the box to select a class, a text box pops up below it – write the display name for that class and choose the number of sections for that class. After performing this activity for all the classes, hit the 'Save & Continue' button to save your changes.

Your page changes to this:

[Home](#) > [Classes](#) > Assign Subjects to Sections

Assign Subjects to Sections

Nursery	A	Section Display Name:	Number of Students in this section:
KG		<input type="text" value="A"/>	<input type="text" value="45"/>
Class I		Subjects:	

☒ English ☒ Mathematics ☒ EVS

	B	Section Display Name:	Number of Students in this section:
		<input type="text" value="B"/>	<input type="text" value="45"/>
		Subjects:	

☒ English ☒ Mathematics ☒ EVS

	C	Section Display Name:	Number of Students in this section:
		<input type="text" value="C"/>	<input type="text" value="40"/>
		Subjects:	

☒ English ☒ Mathematics ☒ EVS

[Delete this section](#)

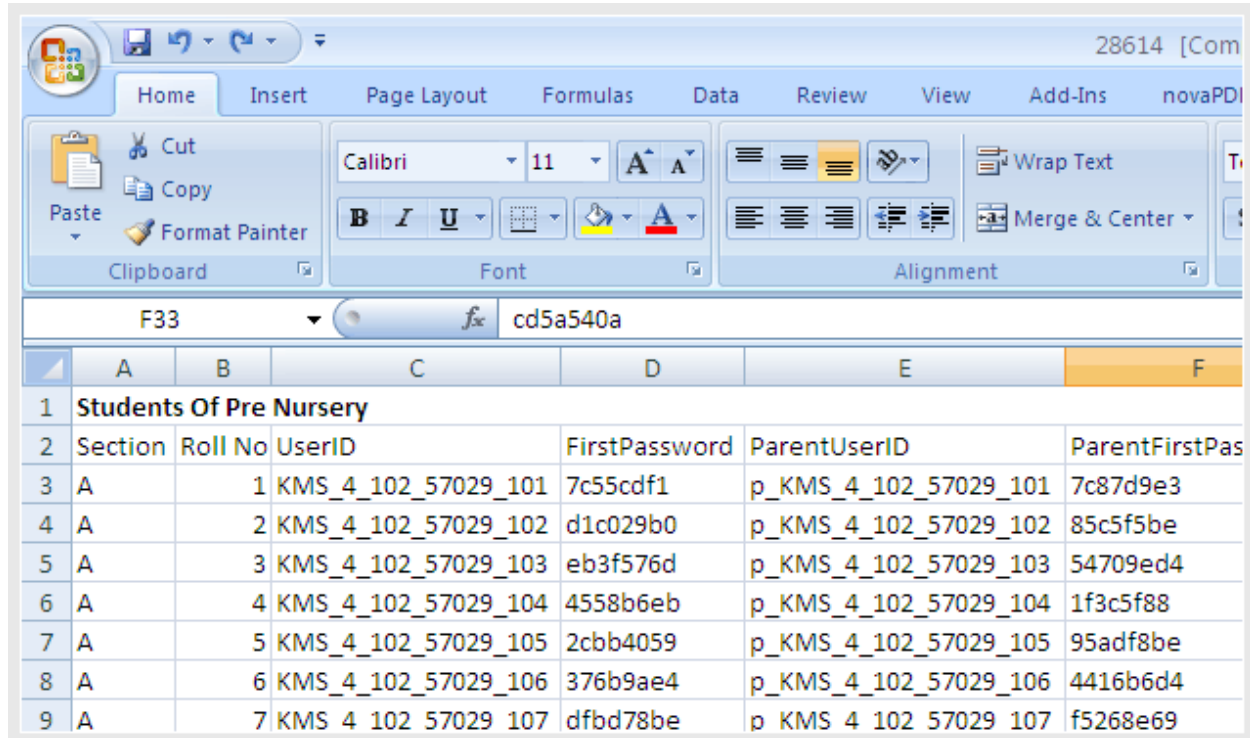
[Add New Section](#)

[Save & Continue](#) [Cancel](#)

In the text boxes, write the display name for the section, number of students and select the subjects. To add another section, click on 'Add New Section' link. Hit the 'Save & Continue' button to save the changes. Similarly, add the display name and assign subjects to all the new classes.

4.2 Download list of students

As an administrator, you can download the complete list of IDs, user names and passwords assigned to the students of a particular class by clicking on 'Download'. This way you can have a record of your students' usernames and their passwords in the form of an excel sheet.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

Section	Roll No	UserID	FirstPassword	ParentUserID	ParentFirstPas
A	1	KMS_4_102_57029_101	7c55cdf1	p_KMS_4_102_57029_101	7c87d9e3
A	2	KMS_4_102_57029_102	d1c029b0	p_KMS_4_102_57029_102	85c5f5be
A	3	KMS_4_102_57029_103	eb3f576d	p_KMS_4_102_57029_103	54709ed4
A	4	KMS_4_102_57029_104	4558b6eb	p_KMS_4_102_57029_104	1f3c5f88
A	5	KMS_4_102_57029_105	2cbb4059	p_KMS_4_102_57029_105	95adf8be
A	6	KMS_4_102_57029_106	376b9ae4	p_KMS_4_102_57029_106	4416b6d4
A	7	KMS_4_102_57029_107	dfbd78be	p_KMS_4_102_57029_107	f5268e69

Using these each student can log on to the site and perform various activities like receive an assignment from a teacher, send reply to the teacher, etc.

4.3 Edit

If you want to make changes to the information you have saved or update some information, click on the drop down menu under 'Action' corresponding to the particular 'Section' you want to make changes to. You can edit the section, delete the section or download the list of students from here.

[Home](#) > [Classes](#)

Classes of Global International School

Total Number of Classes: 16 [+ Add New Class](#)

Pre Nursery: [Add New Section](#) [Download](#) [Delete Class](#)

Sections	Number of Students	Number of Teachers	Actions
No Section	No Student	No Teacher	Actions ▾
A	25	3	Actions ▾
B	25	2	Edit Section Delete Section Download
D	No Student	3	

However if you have assigned a number of students or teachers to a section, you cannot delete it until you assign some other section to them. You will see this message on your screen.

5. Teachers

To manage teachers click on 'Teachers' from the main menu bar. You see a list of all the teachers assigned to your school in an alphabetical order.

The screenshot shows the 'Teachers' management interface. The top navigation bar includes links for Home, Classes, Teachers (active), Students, Videos, Tests, and Picture Gallery. Below the navigation bar, the breadcrumb 'Home > Teachers' is displayed. The main heading is 'Teachers of Global International School'. A summary bar shows 'Total Number of Teachers: 51' with buttons for '+ Add Teacher' and 'Download'. A note states: 'Note: Please assign sections for all teachers. Currently the teachers are linked only with grades'. A search section includes a 'Filter By:' dropdown and a list of alphabet links (A-Z). Below this are tabs for 'All' (selected), 'Already Assigned', and 'Not Yet Assigned'. The main content is a table of teachers with columns for Name, User ID, and Actions. Each row has a 'Details' link next to the name and an 'Actions' dropdown menu. Annotations on the left side point to specific features: 'Add New Teacher' points to the '+ Add Teacher' button; 'Download Teacher's Detail' points to the 'Download' button; 'Search Teachers by Name' points to the 'Filter By:' dropdown; 'List Teachers by Assigned Classes' points to the 'All' tab; and 'View Teacher's Details' points to the 'Details' link for 'Accounts'.

Home | Classes | **Teachers** | Students | Videos | Tests | Picture Gallery

Home > Teachers

Teachers of Global International School

Total Number of Teachers: 51 [+ Add Teacher](#) [Download](#)

Note: Please assign sections for all teachers. Currently the teachers are linked only with grades

Filter By: ALL [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[All](#) [Already Assigned](#) [Not Yet Assigned](#)

Name	User ID	Actions
Accounts (Details)	KMS.Accounts	Actions ▼
Akilesh (Details)	KMS.Akilesh	Actions ▼ <i>No class assigned yet</i>
Amit (Details)	KMS.Amit	Actions ▼
Avinash (Details)	KMS.Avinash	Actions ▼
Business Stud. (Details)	KMS.BusinessStud.	Actions ▼
CommonSS xyz (Details)	KMS.CommonSS	Actions ▼

Annotations:

- Add New Teacher
- Download Teacher's Detail
- Search Teachers by Name
- List Teachers by Assigned Classes
- View Teacher's Details

5.1 Add Teachers

To add a teacher, click on 'Add Teachers.'

[Home](#) > [Teachers](#) > Add Teacher

Add New Teachers

Enter the name of teachers in the text boxes below, to create new Ids.

Teacher1:

Teacher2:

Teacher3:

Teacher4:

Teacher5:

Teacher6:

Teacher7:

Teacher8:

Teacher9:

Teacher10:

Add Teachers


[Cancel](#)

Write the names of the teachers in the text boxes and hit the 'Add Teachers' button.

Now from the main Teachers page, assign each teacher classes by going to the drop down option under 'Action.' For instance, you want to assign class and subject to teacher – Akilesh. Click on 'Add/Remove Classes' from the drop down menu.

[Home](#) > [Teachers](#)

Teachers of Global International School

 Teachers have been successfully added.

Total Number of Teachers: 55 [+ Add Teacher](#) [Download](#)

Note: Please assign sections for all teachers. Currently the teachers are linked only with grades

Filter By: [ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

[All](#) [Already Assigned](#) [Not Yet Assigned](#)

Name	User ID	Actions
Accounts (Details)	KMS.Accounts	Actions ▼
Akilesh (Details)	KMS.Akilesh	Actions ▼ <i>No class assigned yet</i>
Amit (Details)	KMS.Amit	Add / Remove Classes Reset Password Delete
Avinash (Details)	KMS.Avinash	
Avinash Yadav (Details)	KMS.AvinashYadav	Actions ▼ <i>No class assigned yet</i>

On your screen, you see Akilesh's page. Check the boxes to select the classes and subjects you want to assign to her. And hit the 'Assign Classes' button at the bottom of the page to save the changes.

[Home](#) > [Teachers](#) > [Assign Classes](#)

Assign Classes To Teacher

Teacher Name: KMS.Akilesh

☐ Class I

☐ Class II

☐ Class III

☐ Class IV

☐ Class V

☒ Class VI

☒ A

☐ Biology☒ Chemistry☐ Mathematics☐ History☐ Physics☒ Geography☐ English☐ Civics

☒ Class VII

☒ A

☐ History☐ Physics☐ Biology☐ English☐ Mathematics☒ Chemistry☐ Geography☐ Civics

☐ Class VIII

☐ Class IX

☐ Class X

[Cancel](#)

For record, download the list of teachers - Click 'Download' and save the file on your computer.

6. Student

The 'Student' page gives you a complete view of the total number of students in the school and the total number of classes. You can download the list of students for each class and perform actions like 'Add New Students' or 'View Students' from the drop down menu under 'Actions,' corresponding to each class.

Home | Classes | Teachers | **Students** | Videos | Tests | Picture Gallery

Home > Students

Students of Global International School

Total Number of Students: 249 | **Total Number of Classes: 16**

Pre Nursery [Download](#)

Sections	Number of Students	Actions
A	25	Actions ▼
B	25	Actions ▼
D	<i>No student</i>	Actions ▼
No Section	<i>No student</i>	Actions ▼

Nursery [Download](#)

Sections	Number of Students	Actions
A	40	Actions ▼
No Section	<i>No student</i>	Actions ▼

Download Students Details

6.1. Add New Student

For instance if you want to add more students to Section A of Pre Nursery, go to the drop down menu under Actions, click on 'Add New Students.' Add the number of students in the text box and hit 'Add' to save the changes. The system will generate new IDs for the new students you have added. Save the IDs on your computer by clicking on 'Download' from the same drop down menu or from the button right next to the name of the class.

The screenshot displays the 'Students of Global International School' management interface. At the top, it shows 'Home > Students' and 'Students of Global International School'. Below this, it states 'Total Number of Students: 249' and 'Total Number of Classes: 16'. The interface is divided into sections for 'Pre Nursery' and 'Nursery'. The 'Pre Nursery' section has a 'Download' button. Below this is a table with columns 'Sections', 'Number of Students', and 'Actions'. The table lists sections A, B, and D, with section D marked 'No student'. The 'Actions' column for section A has a dropdown menu open, showing options: 'View Students', 'Add New Students' (highlighted by a mouse cursor), and 'Download'. A modal dialog box titled 'Add More Students' is overlaid on the table. It contains a text input field with the value '45', a note stating 'Note: The total number of students in this class are 50', and two buttons: 'Add' and 'Cancel'. A 'Close' button is located in the top right corner of the dialog box.

Sections	Number of Students	Actions
A	25	Actions ▾ View Students Add New Students Download
B	25	
D	No student	

Add More Students
Please enter the number of new students you want to generate IDs for:

Note: The total number of students in this class are 50
 [Cancel](#)

You can also view the students from the same drop down menu. The list of all the students in that section of the class will show on your screen. The students are arranged in an alphabetical manner to making it easy for you to find students.

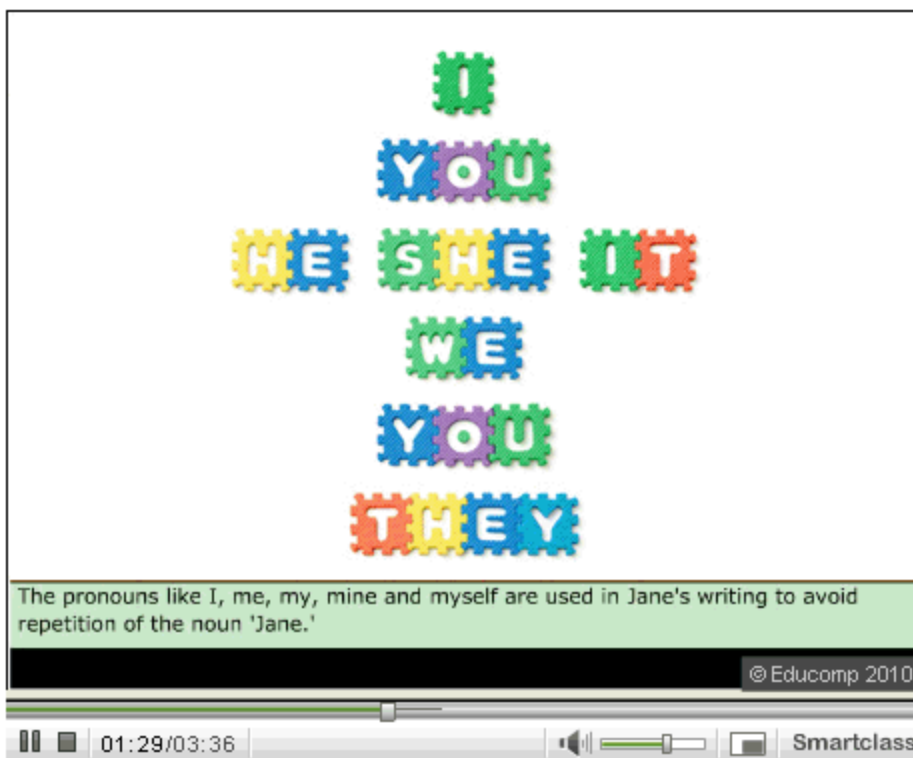
7. Videos

Educomp provides content and tests for the students and teachers on the website. As an administrator, you can view all the video uploaded. To view content, click 'Videos' from the main menu bar on your page. Your screen shows the content available on the site.

The screenshot shows the 'Videos' page on the Educomp website. The main navigation bar at the top includes links for Home, Classes, Teachers, Students, Videos (highlighted), Tests, and Picture Gallery. Below the navigation bar, the breadcrumb trail reads: Home > Content > Class II (English) > Chapter (Pronouns). The page title is 'Videos'. On the left side, there is a vertical menu with categories: Pre Nursery, Nursery, KG, Prep, Class I, Class II (selected), -English (selected), -Mathematics, -EVS, Class III, Class IV, Class V, Class VI, Class VII, Class VIII, Class IX, and Class X. To the right of this menu, a list of chapters for Class II English is displayed: ^Th^ Words, Adverbs And Their..., Alphabet Sentences, Conjunctions, Grammar, Nouns, Possessives, Prepositions, Pronouns, Simple Past Tense, Stories, and Verbs. Below the chapters, the section 'Pronouns' is highlighted, showing two video thumbnails: 'Parts Of Speech: ...' and 'Pronouns like I, ...'. Annotations on the left side of the screenshot point to specific elements: 'List of Chapters' points to the chapter list, 'Classes' points to the Class II selection, 'Subjects' points to the -English selection, and 'List of Videos' points to the video thumbnails.

From the left side of the page, select the class and the subject to view video. Video related to that particular subject, shows on your screen. To select the content, click on the title corresponding to the Video thumbnail. If it's a video - can take time to play depending on your connectivity.

Pronouns like I, you, he, she, it, we, you, they



The pronouns like I, me, my, mine and myself are used in Jane's writing to avoid repetition of the noun 'Jane.'

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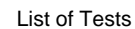
01:29/03:36 Smartclass

Chapter Name: Pronouns

Related Content



Educomp provides tests for the students to attempt on the website. As an admin, you can view all the tests uploaded. To view test, click 'Test' from the main menu bar on your page. Click on the class and subject to view test, your screen appears like this:



Click to View
Test

Subjects

[Home](#) > [Tests](#) > [Class I \(English\)](#) > [Chapter: Articles \(SAS Test 2371\)](#)

SAS Test 2371

Instructions

Read the questions and choose the best answer.

There is only one correct answer for each question.

Click the Start Test button below to start.

There is no negative marking for wrong choices selected.

Use next and back buttons to move on to the next or previous question in the test.

Authored By

Educomp Online

[Preview](#)

9. Add Picture

As an admin, you can upload photos of all the school events on the site. Click on 'Add gallery' and your page appears like this:

The screenshot shows the 'Add Picture' page with the following elements and annotations:

- Navigation Bar:** Home | Classes | Teachers | Students | Videos | Tests | **Picture Gallery**
- Breadcrumbs:** Home > Picture Gallery > Add Picture
- Page Title:** Add Picture
- Left Navigation:**
 - Add Picture** (highlighted)
 - Edit Picture
- Form Fields:**
 - Album:** Select an album (dropdown menu)
 - Add Picture:** (text input field)
 - Title:** (text input field)
- Buttons:** Browse... (next to Add Picture field), Add Picture (bottom center)
- Links:** Add New Album, Delete Album

Annotations with lines pointing to specific elements:

- Add New Album:** Points to the 'Add New Album' link.
- Left Navigation:** Points to the 'Add Picture' button in the left sidebar.
- Delete Album:** Points to the 'Delete Album' link.

9.1 Add Picture

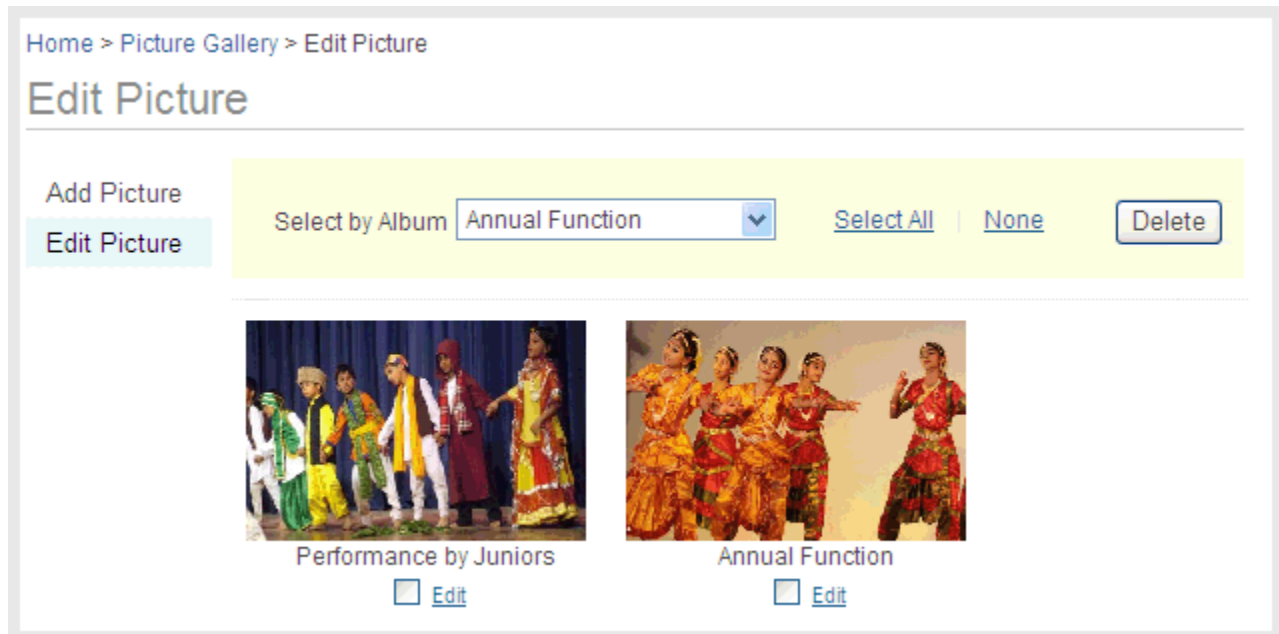
To add a picture - Select the category from the drop down option, Click on the 'Choose file' button to select the current location of the picture. A window opens on your screen where you can select the file (from your computer). Enter the title of the picture in the text box and hit the 'Add picture' button.

The screenshot shows the 'Add Picture' page with the dropdown menu for the 'Album' field open. The following elements are visible:

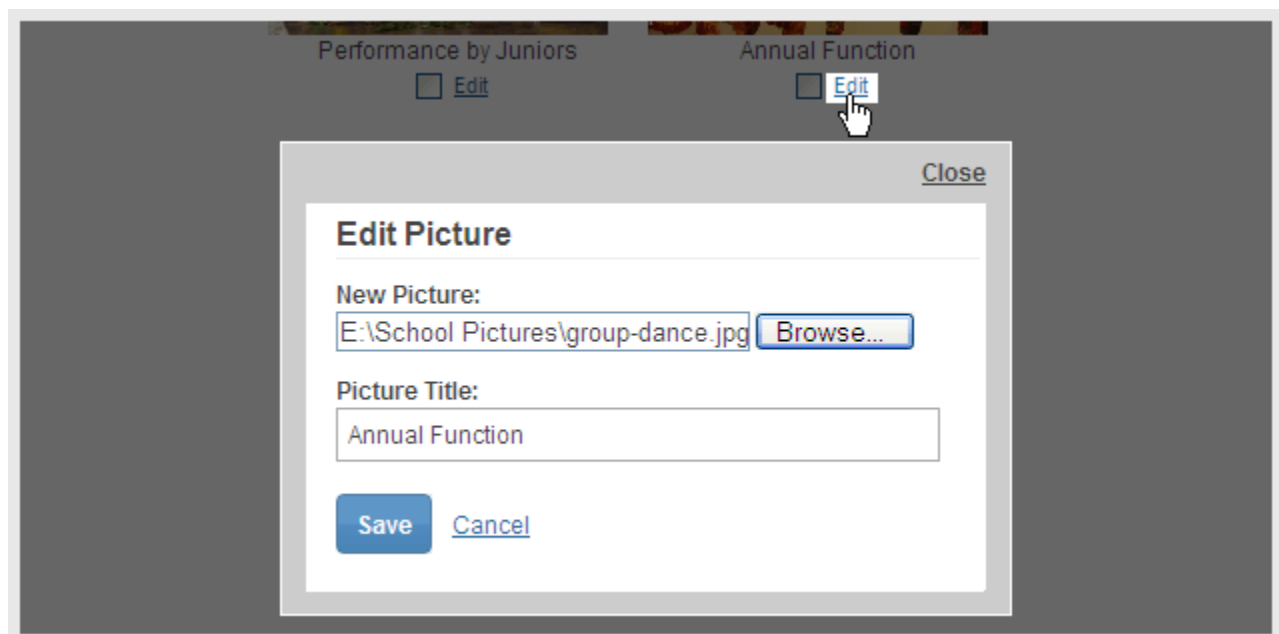
- Navigation Bar:** Home > Picture Gallery > Add Picture
- Page Title:** Add Picture
- Left Navigation:**
 - Add Picture** (highlighted)
 - Edit Picture
- Form Fields:**
 - Album:** Select an album (dropdown menu with options: Select an album, Annual Function, Holi Celebrations, C:\Documents and Settings\...
 - Add Picture:** (text input field)
 - Title:** Performance by Juniors
- Buttons:** Browse... (next to Add Picture field), Add Picture (bottom center)
- Links:** Add New Album, Delete Album

9.2 Edit Picture

To edit the picture gallery, click on 'Edit gallery.' Select the picture by category from the drop down menu option. All the images in that category get displayed on your screen. For instance, if you choose the category 'Annual function' all images related to annual function appear on your screen.



To edit picture – Click on the 'Edit' button given below the picture. From the pop-up box that opens on your screen, click on the 'Choose file' button and select new picture saved on your computer. After selecting, enter the title of the picture in the text box provided below and hit the 'Save' button.



9.3 Delete Pictures

To delete pictures related to a category – Select pictures you want to delete by clicking on the checkboxes and click on the 'Delete' button. To select or deselect all pictures click on 'Select All' or 'None' link.

